

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 29 January 1953

FROM : Chief, Programs Division

SUBJECT: Progress Report for the Week of 23 January - 29 January.

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1. The Division has reviewed about fourteen requests for part-time training in the Washington area, and has provided consultation to a number of other persons.

2. The Office of the DDI has stated verbally that it has five nominees to date, with the possibility of others, for the Field Training Program (Near East). ~~No papers have yet arrived.~~ ^

3. The two letters of instructions to trainees are in hand, and are being used by Programs and Language Services Divisions from this date.

4. The newly-adapted routing form used in processing requests is of real value. The need to type copies of nearly all requests, however, embarrassingly slows down processing. This is not serious when requests arrive singly; but is serious when a batch of ten arrives. This unavoidable bottle-neck will be eliminated as offices begin using the ten-time packs.

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JOB NO. _____
IN CLASS/ _____
NEXT REV DATE 89 _____
NO. PGE 1 _____
REV CLASS _____
DOC. NO. 66 _____
NEXT REV. DATE 22 _____
NO. PGE 02 _____
REV CLASS _____
AUTH: MR 70-3

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